

Republic of the Philippines  
**Department of Education**  
 REGION X – NORTHERN MINDANAO  
**SCHOOLS DIVISION OF EL SALVADOR CITY**

11 Dec 2024

DIVISION MEMORANDUM  
 No. 516, s. 2024

**ANNOUNCEMENT OF CAREER OPPORTUNITY:  
 SCHOOL PRINCIPAL II (ELEMENTARY)**

To: **Asst. Schools Division Superintendent**  
**Chief CID, SGOD**  
**Education Program Supervisors**  
**Section Heads**  
**All Public Elementary & Secondary School Heads**  
**All Others Concerned**  
 This Division

- This Office announces the call for the submission of Applications for Elementary School Principal II position, until **January 6, 2025, 5:00 PM**. Copy of the duties and responsibilities of the position is enclosed herewith to serve as reference.

| Position                            | Item No.                       | Station Assignment |
|-------------------------------------|--------------------------------|--------------------|
| School Principal II<br>(Elementary) | OSEC-DECSB-SP2-<br>660002-2022 | Elementary Schools |

- The ranking shall abide with the following guidelines:
  - DepED Order No. 7, s. 2023**, otherwise known as “*Guidelines on Recruitment, Selection, and Appointment in the Department of Education.*” for related-teaching positions (Enclosure 3).
  - DepED Order No. 39, s. 2007**, otherwise known as “*Modified Qualification Standards for the Positions of Head Teachers and School Principals*”
- The assessment for this position shall be based on the following criteria:
  - Education** units and/or degree relevant to the position to be filled, exceeding the minimum requirements as defined in the CSC-approved QS;
  - Training** hours relevant to the position to be filled, acquired after the last promotion but within the last five (5) years;
  - Experience** relevant to the position to be filled;
  - Performance** based on submitted performance rating covering one (1) year or 12 months performance in the current or previous job or position relevant to the position to be filled;







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- **Outstanding Accomplishments** acquired after the last promotion;
- **Application of Education** acquired after the last promotion;
- **Application of Learning and Development (L&D)** acquired after the last promotion; and
- **Potential** measured using other evaluative assessments

4. The following qualification standards shall be considered:

| Position                         | Qualification   |                               |                     |                   |
|----------------------------------|---|-------------------------------|---------------------|-------------------|
|                                  | Education   | Training                      | Experience          | Eligibility       |
| School Principal II (Elementary) | Bachelor's degree in Elementary Education or Bachelor's degree with 18 professional education units + 6 units of Management | 40 hours of relevant training | 1 year as Principal | RA 1080 (Teacher) |

**Required Competencies**

- Core Behavioral Competencies:* Self-Management, Professionalism & Ethics, Results Focus, Teamwork, Service Orientation, Innovation;
- Core Skills:* Oral Communication Written Communication Computer/ICT Skills
- Technical Competencies:* Leading Strategically, Managing School Operations and Resources, Focusing on Teaching and Learning, Developing Self and Others and Building Connections

5. All interested applicants shall submit the required documents in **HARD COPY** to the Division Office (Attn: Personnel Unit) on or before the deadline. Pertinent copies shall be submitted in a **legal-sized** folder indicating the prescribed file name in the built-in tab, which shall be 2025-ELEM-SP2A\_Full Name (e.g. 2025-ELEM-SP2A\_Juana D. Cruz). **Order of documents shall be as follows:**

- Checklist of Requirements (*enclosed herewith*) with Omnibus Sworn Statement and Certification/Waiver pursuant to Data Privacy Act at the bottom;
- Letter of intent addressed to the Schools Division Superintendent;

**RANDOLPH B. TORTOLA**

**Schools Division Superintendent**

- Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) with work experience sheet;
- Photocopy of Certificate of Eligibility/Report of Rating;
- Photocopy of valid and updated PRC License/ID, if applicable
- Photocopy of scholastic/academic record, e.g. Transcript of Records (TOR), including graduate/post-graduate, if applicable;
- Certification of MA/PhD units earned from university registrar, if applicable;



Address: Zone 3, Poblacion, El Salvador City  
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Website: www.depedelsalvadorcity.net  
Email Address: elsalvador.city@deped.gov.ph

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- h. Copy of General Weighted Average (GWA) duly certified by the University Registrar, if applicable;
- i. Certificate of Employment, Contract of Service, or Duly signed Service Record, whichever is applicable;
- j. Photocopy of Certificates of Trainings, if applicable;
- k. Photocopy of the Performance Ratings covering performance in the last three (3) rating periods prior to the assessment, if applicable;
- l. Photocopy of Latest Appointment, if applicable;
- m. Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item 'h' is not relevant to the position to be filled;
- n. Means of Verification (MOVs) showing all Outstanding Accomplishments acquired or earned after the last promotion shall be considered eligible to be given points:
  - i. Awards and Recognition MOVs:
    - (1) Memorandum or document showing the Criteria for the Search / Designation;
    - (2) Certificate of recognition/Award
  - ii. Research and Innovation MOVs:
    - (1) Proposal Duly approved by the Head of Office or the designated Research Committee per DO No. 16, s. 20171;
    - (2) Accomplishment report verified by the Head of Office;
    - (3) Certification of Utilization of the innovation research, within the school/office duly signed by the Head of Office;
    - (4) Certification adoption of the innovation or research by another school/office duly signed by the Head of Office;
    - (5) Proof of citation by their researchers (whose study/research, whether published or unpublished, is likewise approved by authorized body) of the concept/s developed in the research. Points for collaborative research/innovations shall be divided by the number of authors/researchers indicated in the copyright page;
  - iii. Subject Matter Expert/ Membership in National TWGs or Committees MOVs:
    - (1) Issuance/Memorandum showing the membership in NTWG or Committee;
    - (2) Certificate of Participation or Attendance;
    - (3) Output/ Adoption by the organization/DepEd;
  - iv. Resource Speakership/ Learning Facilitation/ Trainer MOVs:
    - (1) Issuance/ Memorandum/ Invitations/ Training Matrix;







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- (2) Certification of Recognition/ Merit/ Commendation/ Appreciation;
- (3) Slide deck/s used and/or Session guide/s
- v. NEAP Accredited Learning Facilitator MOVs:
  - (1) Certificate of Recognition as Learning Facilitator issued by NEAP Regional Office;
  - (2) Certificate of Recognition as Learning Facilitator issued by NEAP Central Office;
- o. Means of Verification (MOV) for Application of Education acquired or earned after the last promotion shall be considered eligible to be given points. This is the contribution made by an applicant to their workplace as a result of their learnings from their education degree/s or units earned, such as but not limited to applied concepts, processes, and skills that are relevant to the position to be filled. The MOVs include:
  - (1) Action Plan approved by the Head of Office;
  - (2) Accomplishment Report verified by the Head of Office;
  - (3) Certification of the utilization/adoption signed by the Head of Office;
- p. Means of Verification (MOV) for Learning and Development (L&D) acquired or earned after the last promotion shall be considered eligible to be given points. Application of L&D is a proven success of the learnings gained from the human resource development (HRD) interventions done/ attended by the applicant which must have led to significant positive results in their current or previous work. MOVs include:
  - (1) Certificate of Training or Certification on any applicable L&D intervention acquires that is aligned with the Individual Development Plan (IDP); for external applicants, a certification from HR stating that the L&D Intervention is aligned with the core tasks of the applicant in their current or previous position shall be required;
  - (2) Action Plan/ Re-entry Action Plan (REAP)/ Job Embedded Learning (JEL)/ Impact Project applying the learnings from the L&D Intervention done/ attended, duly approved by the Head of Office;
  - (3) Accomplishment Report together with a general certification that the L&D intervention was used/adopted by the office at the local level;
  - (4) Accomplishment Report together with a general certification that the L&D intervention was used/adopted by a different office at the local/higher level.







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6. The Human Resource Merit Promotion and Selection Board (HRMPSB) shall be composed of the following employees:

| <b>Role</b> | <b>Main</b>                                   |
|-------------|---|
| Chairperson | Conniebel C. Nistal, ASDS                     |
| Members     | Rolly B. Labis, SGOD Chief                    |
|             | Jeffrey M. Martinez, Administrative Officer V |
|             | Felanie Marie A. Lim, HRMO II                 |
|             | Helen S. Palasan, Principal III               |
|             | Rhea C. Batutay, Master Teacher II            |
| Secretariat | Randy Rhys U. Capistrano, ADAS III            |

7. This is the target schedule for this ranking:

| <b>Schedule</b>               | <b>Activity/Output</b>                                     | <b>In-Charge</b>                  |
|-------------------------------|--|-----------------------------------|
| Until January 6, 2025, 5:00PM | Submission of Application Documents                        | Applicants and HRMPSB Secretariat |
| January 10, 2025              | Initial Evaluation   | IER Committee                     |
| January 16, 2025              | Posting of Selection Line-Up                               | HRMO & HRMPSB Secretariat         |
| TBA                           | Interview and Final Deliberation                           | HRMPSB & Applicants               |
| TBA                           | Submission of Comparative Assessment Report w/ attachments | HRMPSB                            |

8. Only applicants tagged as “qualified” in the Initial Evaluation Results, as reflected in the Division Website: [www.depedelsalvadoricity.net](http://www.depedelsalvadoricity.net) (just click Career Opportunities → Selection Line-up), will undergo the further interview and further evaluation.
9. This Office shall observe the Equal Employment Opportunity Principle (EEOP) in all steps to be undertaken for this ranking. Hence, all decisions and actions shall be based solely on guidelines set forth, with no discrimination on the account of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity or political affiliation.
10. Immediate dissemination of this Memorandum to all concerned is enjoined.

  
**RANDOLPH B. TORTOLA**  
 Schools Division Superintendent

To be indicated in the Perpetual Index  
 Under the following subjects:

HIRING                  RECRUITMENT                  SELECTION



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Enclosure 1 to Division Memorandum No. \_\_\_\_\_, s. 2025

|   |
|---|
| <b>JOB SUMMARY:</b><br>Set, the mission, vision, goals and objective of the school, creates an environment that is conducive to teaching-learning process, monitors and assesses the school curriculum and accountable for higher learning outcomes |
| <b>DUTIES AND RESPONSIBILITIES OF SCHOOL PRINCIPAL</b>  |
| 1. Supervises and directs all school teaching and non-teaching personnel  |
| 2. Manages instructional system   |
| 3. Sets up goals and objectives   |
| 4. Leads and implements educational programs  |
| 5. Organizes and conducts INSETs  |
| 6. Promotes and coordinates services for the holistic development of school personnel and pupils  |
| 7. Directs, coordinates and manages school funds according to prioritized needs   |
| 8. Assigns teachers where they best fit to teach (grades, learning areas, special assignments, etc.)  |
| 9. Requests and distributes instructional materials   |
| 10. Initiates and compiles teachers' professional documents in portfolios   |
| 11. Practices equitable distribution of teaching loads and observes teacher-learner ratio   |
| 12. Inspects regularly the Daily Lesson Logs (DLL)  |
| 13. Monitors teachers' upkeep of student's records  |
| 14. Provides EPA compliant accommodation to learners amidst shortages   |
| 15. Prepares/consolidates reports   |
| 16. Rates all school personnel performance and recommends promotion   |
| 17. Creates committee to assess learning outcomes   |
| 18. Establishes linkages with stakeholders  |
| 19. Ensures compliance to existing laws, policies and orders of fund-raising projects for the school  |
| 20. Evaluates the school plant, physical facilities fitness, safety and sufficiency with the assistance of specialists  |
| 21. Formulates intervention programs/innovations for learners' development  |
| 22. Organizes special classes for learners with special needs   |
| 23. Meets parents regularly to confer/inform about school accomplishments   |
| 24. Determines the strengths, weaknesses, opportunities and threats of the school   |
| 25. Designs programs with stakeholders to address school needs  |
| 26. Recognizes accomplishments of stakeholder's   |
| 27. Promotes welfare of stakeholders'   |
| 28. Mediates and ensures resolution of conflicts in school  |
| 29. Formulates school policies with stakeholders  |
| 30. Harnesses participation of alumni and other organizations (NGOs, LGUs, PPP)   |
| 31. Promotes school discipline with stakeholders  |
| 32. Leads the preparation of SIP/AIP and ensures participation of stakeholders  |



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**CHECKLIST OF REQUIREMENTS**

Name of Applicant: \_\_\_\_\_ Application Code: \_\_\_\_\_  
 Position Applied For: \_\_\_\_\_  
 Office of the Position Applied For: \_\_\_\_\_  
 Contact Number: \_\_\_\_\_  
 Religion: \_\_\_\_\_  
 Ethnicity: \_\_\_\_\_  
 Person with Disability: Yes ( ) No ( )  
 Solo Parent: Yes ( ) No ( )

| Basic Documentary Requirement   | Status of Submission<br><i>(To be filled-out by the applicant; Check if submitted)</i> | Verification<br><i>(To be filled-out by the HRMO/HR Office/sub-committee)</i> |         |
|---|--|---|---------|
|   |  | Status of Submission<br><i>(Check if complied)</i>                            | Remarks |
| a. Letter of intent addressed to the Head of Office or highest human resource officer   |  |   |         |
| b. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet, if applicable   |  |   |         |
| c. Photocopy of valid and updated PRC License/ID, if applicable   |  |   |         |
| d. Photocopy of Certificate of Eligibility/Report of Rating, if applicable  |  |   |         |
| e. Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available   |  |   |         |
| f. Photocopy of Certificate/s of Training, if applicable  |  |   |         |
| g. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable  |  |   |         |
| h. Photocopy of latest appointment, if applicable   |  |   |         |
| i. Photocopy of the Performance Ratings in the last rating period(s) covering one (1) year performance prior to the deadline of submission, if applicable   |  |   |         |
| j. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form   |  |   |         |
| k. Other documents as may be required for comparative assessment, such as but not limited to:<br>Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment |  |   |         |
| Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item (i) is not relevant to the position to be filled  |  |   |         |

Attested:

\_\_\_\_\_  
 Human Resource Management Officer

**OMNIBUS SWORN STATEMENT**

**CERTIFICATION OF AUTHENTICITY AND VERACITY**

I hereby certify that all information above are true and correct, and of my personal knowledge and belief, and the documents submitted herewith are original and/or certified true copies thereof.

**DATA PRIVACY CONSENT**

I hereby grant the Department of Education the right to collect and process my personal information as stated above, for purposes relevant to the recruitment, selection, and placement of personnel of the Department and for purposes of compliance with the laws, rules, and regulations being implemented by the Civil Service Commission.

\_\_\_\_\_  
 Name and Signature of Applicant

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, year \_\_\_\_\_.

\_\_\_\_\_  
 Person Administering Oath

In consonance with Republic Act No. 8792 or the "Electronic Commerce Act of 2000", (e)lectronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and a) (w)here the law requires a document to be in writing, that requirement is met by an electronic document if the said electronic document maintains its integrity and reliability and can be authenticated so as to be usable for subsequent reference.